

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD: JULY 1, 2001 - JUNE 30, 2002**

COUNTY OF SAN DIEGO  
JUL 17 PM 2:07  
CLERK OF SUPERVISORS  
JUL 17 2002

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Department of General Services

Division/Unit: Real Estate Services

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

|          |   |       |   |   |         |   |        |
|----------|---|-------|---|---|---------|---|--------|
| No. Vol. | 0 | Hours | 0 | X | \$16.05 | = | \$0.00 |
|----------|---|-------|---|---|---------|---|--------|

Types of work performed by GENERAL VOLUNTEERS in this category:

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- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

|          |   |       |   |   |         |   |        |
|----------|---|-------|---|---|---------|---|--------|
| No. Vol. | 0 | Hours | 0 | X | \$16.05 | = | \$0.00 |
|----------|---|-------|---|---|---------|---|--------|

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

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- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

| <u>Position</u>   | <u>Hours</u> | <u>X</u> | <u>VCL</u> | <u>=</u> | <u>Dollar Benefit</u> |
|-------------------|--------------|----------|------------|----------|-----------------------|
| CAO Staff Officer | 124          | X        | \$30.91    |          | \$3,832.84            |
|                   |              |          |            |          | \$0.00                |

|          |   |             |     |             |            |
|----------|---|-------------|-----|-------------|------------|
| No. Vol. | 1 | Total Hours | 124 | Total Value | \$3,832.84 |
|----------|---|-------------|-----|-------------|------------|

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Assist Real Property staff with major facilities studies.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

| <u>No. of Volunteers</u> | <u>Hours</u> | <u>Dollar Benefit</u> |
|--------------------------|--------------|-----------------------|
| <u>0</u>                 | <u>0</u>     | <u>\$0</u>            |
| <u>0</u>                 | <u>0</u>     | <u>\$0</u>            |
| <u>1</u>                 | <u>124</u>   | <u>\$3,833</u>        |

|                |          |                    |            |                    |                   |
|----------------|----------|--------------------|------------|--------------------|-------------------|
| <b>TOTALS:</b> | <b>1</b> | <b>Total Hours</b> | <b>124</b> | <b>Total Value</b> | <b>\$3,832.84</b> |
|----------------|----------|--------------------|------------|--------------------|-------------------|

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

**TOTAL VALUE = \$0.00**

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours X Rate

**\$0.00**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours X Rate

**\$0.00**

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : \_\_\_\_\_ Cost: \_\_\_\_\_

Item : \_\_\_\_\_ Cost: \_\_\_\_\_

Item : \_\_\_\_\_ Cost: \_\_\_\_\_

TOTAL OF OTHER PROGRAM COSTS =

**\$0.00**

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

**\$0.00**

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a Total Dollar Benefits of Volunteers, Item 2d **\$3,832.84**

b. Total of Donations to Volunteer Program, Item 3 **\$0.00**

c. Subtract Total of program Costs, Item 4d **\$0.00**

**TOTAL PROGRAM BENEFIT:**

**\$3,832.84**

6. **RECRUITING:**

Please describe your recruiting programs:

DGS does not have a formal recruitment program for volunteers. Due to the nature of our business, we do not normally use volunteers for the services we provide.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

We did not participate in special activities during this period.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

We do not have specific goals for this fiscal year. Based on the nature of the department's work, we do not normally have opportunities for volunteer workers.

9. **GENERAL INFORMATION:**

Name of person completing report: Susi Kuklinski

Phone: 858-694-2480 Mail Stop: 0361 E-Mail: skukligs

Volunteer Coordinator: Susi Kuklinski

Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

10. **DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

7-12-02  
DATE